

**College of Micronesia – FSM
Committee (Working Group) Minutes Reporting Form**

Committee or Working Group:	Division Chair
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Date:	Time:	Location:
8/06/2012	9:30 am	Board of Regents Conf. Room

Members Present:			
Titles/Reps	Name	Present	Absent
Director, Academic Programs**	Karen Simion	X	
Chair, Business/HTM	Debra Perman	X	
Chair, Business Administration	Joe Felix, Jr.		X
Chair, Education	Magdalena Hallers		X
Chair, Languages & Literature	Ross Perkins	X	
Chair, Math and Sciences	Snyther Biza	X	
Chair, Social Sciences	Delihna Ehmes	X	
Chair, Health Sciences	Paul Dacanay		X
Chair, Trade & Tech.	Gardner Edgar	X	
AC/VC, Pohnpei Campus	Maria Dison		X
DVCCE	Grilly Jack		X

Additional Attendees:	
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Agenda/Major Topics of Discussion:
<ul style="list-style-type: none"> ▪ DAP requests and information ▪ Division Updates ▪ President Daisy

Discussion of Agenda/Information Sharing:
<ul style="list-style-type: none"> ▪ Updates from DAP <ul style="list-style-type: none"> ○ Reminders/Requests <ul style="list-style-type: none"> ▪ Division Chairs are responsible for collecting syllabi by the first day of instruction, course level assessment at the end of the semester, and program level assessment at the end of the spring semester. If faculty members do not submit, then the evaluation should reflect this, special requests by faculty such as travel may be denied, etc. ▪ Make a point to share committee information at division meetings ▪ Division Chairs need to submit monthly reports – DAP will schedule a training early in the semester on reporting format. ▪ Remind faculty members that they should not be leaving a semester early or returning late. The dates are in the catalog and very clear. Medical checkups need to be scheduled during break and not used as an excuse to leave early or return late. ▪ Schedule additions or changes need to be in asap. ○ Information <ul style="list-style-type: none"> ▪ Institute for Student Learning and Excellence in Teaching (ISLET) will resume this year. ▪ Faculty workshops include advising (Mon.), assessment (Tues.), and budget (Fri). ▪ Visioning Summit is on Wed. and Thurs. ▪ Freshmen Orientation is this week ▪ International Organization for Migration is looking for volunteers – more information in the next few weeks.

- **HTM/Business**
 - Pohnpei campus is busy with its own orientation for new students and parents this week.
 - Faculty concerns – they don't stay for regular office hours. Solutions include being very specific on the evaluation and scheduling impromptu class visits to see a broader picture of teaching practices.
 - Japanese Bento Project, part of the Rainbownesia effort, will take place in September. Japanese students will visit and use local produce to devise recipes. These dishes will be offered at the Blue Plate Café and hopefully adopted by local restaurants in the future. A second phase of the project is to do a photo shoot which will be used to promote Micronesia as a tourist destination.
- **Language and Literature**
 - Resida Keller will be the program coordinator for the Liberal Arts program this coming year.
 - The division is very short of instructors if anyone knows someone who can teach.
- **Math/Science**
 - The division is in the process of nominating the chair for this year. All nominations are to be in by Friday this week.
 - Snyder was going to conduct a GIS training in the Agriculture computer lab, but discovered that some keyboards and mouse are missing.
 - The third meeting with the Pohnpei state DOE and public high school math teachers took place on Aug. 3. During the first quarter of the new school year Snyder and Dana will conduct workshops for teaching Algebra II, Geometry and Algebra and Trigonometry tailored to the needs of the instructors.
- **Trade & Technical Division**
 - The position for the auto mechanic instructor was re-advertised.
 - Toolkits for students will be available again from the bookstores.
 - Gardner has been taking CISCO training to learn more about computer networking. When he finishes the 4th course, the plan is to integrate the skills into the current program or update the current program so students will have the updated skills to be competitive in the job market.
 - Would like to have a dedicated space for a repair shop of college equipment such as copiers.
 - Grilly Jack and Gardner Edgar met with Pohnpei senator Shelton Neth regarding the apprenticeship program. Sen. Neth promised funding to continue and increase the current program.
 - The College and US Embassy have been sponsoring the “Arts Envoy & Woodworking Project. The project ends on Aug. 9.
- **Social Science**
 - Kasiano Paul from FMI campus will be joining the division beginning this fall.
 - The division is still waiting on a copier that was ordered last summer. Suggestions for other types of equipment were made such as the heavy duty Lexmarx printers that the Math /Science and Lang. Lit . division use.
- **President Joseph Daisy**
 - Reminded everyone to keep him informed as everything that happens from now until Jan. is still new for him.
 - He feels the college is beginning to have a more positive presence in the community
 - He is continuing to work with the state and national leadership
 - Mr. Wilson Hess is on campus until Wed. to follow-up with work on the Integrated Ed. Master Plan, review of the communications plan and other accreditation issues.

Comments/Upcoming Meeting Date & Time/Etc.:

- Tuesday, Aug. 28, 2012 at 8:00 am. Sponsor is division the Business Division

Handouts/Documents Referenced:
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College Web Site Link:
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Prepared by:	Karen Simion, DAP	Date Distributed:	8/09/2012
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Approval of Minutes Process & Responses:

Submitted by:	Karen Simion	Date Submitted:	
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Summary Decisions/Recommendations/Action Steps/Motions with Timeline & Responsibilities:
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Action by President:				
Item #	Approved	Disapproved	Approved with conditions	Comments